

**SECRET**

DEC 1956

MEMORANDUM FOR: Special Support Assistant to DD/S

SUBJECT: Finance Training

- REFERENCES:
- (a) Memorandum from C/FD/Office of the Comptroller to D/TR dated 17 October 1956; Subject: "Finance Training for Administrative Type Personnel"
  - (b) Memorandum from D/TR to C/FD/Office of the Comptroller via Acting Comptroller dated 15 November 1956; Subject: "Finance Training for Personnel Assigned to Class B Stations"
  - (c) Memorandum from AC/CSTC to SSA/DDS dated 26 November 1956; Subject: "Finance Training"

1. In response to a request from the Chief, Finance Division, referenced above, the Office of Training has indicated willingness to offer specialized training in field finance procedures for persons going to Class B overseas stations. The Finance Division has offered assistance in the form of facilities and materials.

2. In regard to the referenced request from the Clandestine Services Training Committee, it is planned that the training will include discussions, practice work and testing in the fields of pay and allowances, travel vouchers, accounting records and reports, and allotment controls. Tentatively, this training is being planned in collaboration with the Finance Division as a two-week presentation covering both theory and practice work, and providing for a period of time to be spent in the Finance Division reviewing current financial reports and documents from the station to which the student is being assigned. This latter phase can be extended in individual cases as the Finance Division and the Area Training Officer may deem necessary.

3. The Office of Training is now ready to lay on this training activity, provided it meets with your concurrence. We can, we believe, be ready to start this specialized training by 1 March 1957.

MATTHEW BAIRD  
Director of Training

Orig. & 1 - Addressee  
cc: Chief, Finance Division  
Acting Comptroller  
AC/CSTC  
✓ 1 - D/TR (Chrono)  
1 - C/IS/TR  
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